G.R.S. IX—5]

Previous references. 192 3-4 **File No.** 20-23

Dis 20-23-112. (Dis.) **Serial Nos.** 3 & 10

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 2

Part B for February 1924

SUBJECT

Forms of accounts and registers for maintaining Distress accounts.

The Rev. Commissioner. in orig. ors
" Comptroller & Court of Wards "
" D.C's of all Dts
" Chief Engineer
" Presidents of Dt. Boards
" Supdt Govt Printing

No. 621-40/D.20-23-10. of 29.2.24.

Approve the forms of accounts and registers prepared by the Rev. Commissioner and authorises the Supdt, Govt Printing to Print & Supply the no. of copies required.

G. R. S. 11] 1924

GENERAL AND REVENUE SECRETARIAT.

(Dis)

NOTES.

File No. 20 - 23

FILE HEADING.

Printing of forms, bills, registers accts in connection with the relief of distress in the State

From The Revenue Commissioner in Mysore

No. 245-D-015-23-24 Dated 25-1-24 Received 26-1-1924.

Diary No. 255-D	Enclos. 7	Spare Copies. —	Serial No. 3

BRIEF ABSTRACT OF LETTER.

Forwards certain forms of accounts and registers which were prepared in his office and which embody the suggestions given by the Comptroller and requests that the Supdt. of Printing may be authorised to print & supply the required nos. of copies.

NOTES AND ORDERS.

J

In G.O. no 245-55/D dated 16.1.24, the Comptroller's proposal prescribing two Registers viz (1) the Imprest Cash book (2) the Register of works and two forms viz (1) Bills (2) abstracts of Labour charges was approved -

NOTES—First Sheet.

G. R. S. III-2]

Muzrai Secretariat | Muz. File No. 20 of 1923.

Serial No.

1. The forms & registers now submitted by the R.C. do not clash with those already prescribed. The R.C. states that the Comptroller has been consulted & his suggestions have been embodied.

2. The nominal muster roll of village works now set up is a copy of the form prescribed in the Famine code.

3. Submitted for orders. The financial aspect may perhaps be consulted.

Sd/ 26/11/24

3. P/r perusal of the Hon'ble Member.

Sd/ 26.11.24.

4. This file 20-23-Vs Itr is put up. Kind perusal is invited to the enclosure to flag T.

5. I want the forms (copies) finally by the Camp.

Sd/ 26/1/24

Sd/ 26.1.24

Please see the several enclosures to flag A.

Sd/ 28/1/24

6. The forms now proposed do not materially differ from the ones suggested by the Camp Commr. & approved. They seem to be suitable. Perhaps the Financial aspect may be consulted.

Sd/ 28.1.24

Sec. Govt.

NOTE—Contn. sheet

WD 0561—GPB—3750—1-8-22

G. R. S. III. 2]

Muzrai Secretariat | Muz. File No. 20 of 192 2.

Serial No.

1/ The Question is if these overlap the returns that have been prescribed The forms proposed are only intended for purposes of information

28/1/24

Rev Secy's order in the file relating to the Comptroller's circular to D.Cs of districts re maintenance of Rights accts:—

Paras 5 of the circular — Please see the file relating to the subject

sd/- K.M.A. 29.1.24.

1/ The Rev Comm. has submitted for approval forms of the registers & returns referred to therein. These do not overlap the returns prescribed by the Comptroller as regards the estimates, no special form seems to be necessary as the one in use in the P.W.D. will be utilized. Similarly no form can be prescribed for the file of correspondence re individual works.

Issued with reference para 13 Supra

sd/- 29/1/24

1/ The forms now proposed are with effect the Orphal Registers etc referred to in para 5 of the

NOTE—Contn. sheet

WD 0561—GPB—3750—1-8-22

G. R. S. III-2]

255

Muzrai Secretariat

Muz. File No. 20 of 192 3-24

Serial No.

Camps circular. He mentions among them 1) Estimates
2) File of correspondence re individual works
3) Measurement books
4) Register of Sanctions
5) Register of appropriations
6) Nominal — Muster Roll Registers
7) Periodical returns to be submitted to Govt under C and M.

1) Other forms proposed by the R.E. numbered 1 to 6, nos 1, 2 & 6 are in the nature of returns (Items 1 above). The fortnightly Report prescribed by Govt in G.O. No 146-5-8/23 is 16-23-1 dated 10th Jan 1924 seems to be sufficient for the purpose. 2 copies of the Report sent to Govt every month sent to R.E. also. Hence forms 1, 2 & 6 seem to be superfluous.

3). Form 5. Register of appropriations need be maintained only in the Rev Office, as the appropriation of funds whenever given for temporary grants

3) The other three forms proposed are for Items 4, 5 & 6 above.

29.1.24

Rev. Secy

Dewan

4/2

2/2/24

2 Vide note in this file. Work already sanctioned. The supply needed.

21 The form and circular already issued

DEPUTY'S OFFICE
Received on 1-2-1924
Regd. No. 5747

NOTE—Contn. sheet

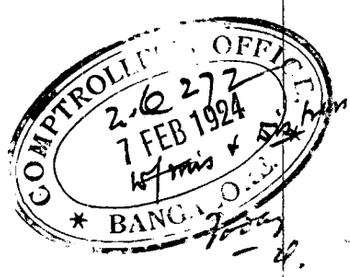
WD 0561—GPB—3750—1-8-22

G. R. S. III-2]

Muzrai Secretariat | Muz. File No. 20 of 1923.

Serial No.

23306



U.O.No.272 dated 11th February 1924.

Form 1. Fortnightly Statement of Expenditure.

The 3rd column is intended to show the allotment sanctioned to the end of the previous period (week or fortnight) for comparison with the figure in the previous return and for being brought forward in the new return.

Column 4.- Amount sanctioned during the fortnight:-

With the explanation furnished above for

NOTE—Contn. sheet

WD 0561—GPB—3750—1-8-22

Serial No.

the 3rd column, the necessity for this column which is intended to show the allotment sanctioned for the period, will be apparent. The particulars to be entered in columns 3 and 4 in respect of sanctioned allotments correspond to those in Columns 6 and 7 in respect of amounts spent out of the allotments.

29 Column 7. - Balance Unspent at the end of the Fortnight:-

This is provided to enable the disbursing officers to apply for additional funds or to surrender the existing ones in time and the controlling officers to arrange for the same. This enables them to know at a glance from the statement their situation regarding funds for further expenditure.

30 Column 9. - Balance amount of work to be paid for:-

If, in this column, are to be entered the approximate values of work carried out but not measured and paid for, it would entail much calculation each time and even then, the figures will only ~~khan~~ be approximate. It is a point for orders whether this information should be furnished which, if made use of for any specific purpose, will be only till the work is measured and paid for.. A comparison with the previous returns will give a rough idea of the progress of measurements and payments and bring to notice marked stagnation or delay. On the other

WD 0561—G1B—3750—1-8-22

Serial No.

other hand, if it is intended that, in this column, should be shown the value of work still remaining to be carried out and to be paid for out of works already sanctioned and funds allotted, it is the same as Column 7.

31 Entries regarding "Grain Depots" and "Fodder Depots" will, as ordered, be omitted.

32 Forms 2 and 6. Fortnightly Statements of Expenditure:-

As Form No.1 is intended for submission by the Deputy Commissioners to the Revenue Commissioner, these forms are meant to be sent to the Revenue Commissioner by the Presidents of District Boards and the Public Works Department respectively. These will enable the Revenue Commissioner (in whom is vested the general control of the operations connected with distress) to know what works are carried out and in which localities, so that the activities of the different agencies may not overlap and he may be in a position to regulate the operations under his immediate charge out of the grants placed at his disposal. These forms were prescribed at his own request.

Forms 1, 2 and 6 are intended to serve the same purpose, but to be used by different agencies, viz. the Deputy Commissioner, the President of the

District

Serial No.

District Board and the Executive Engineer of the Division.

Form 3. Nominal Muster Roll:-

34 The maintenance of this form is necessary in the case of works carried out Amani. It serves the purpose of an attendance register of workmen employed on Amani Works and shows the total disbursements made every day.

Form 5. Register of Appropriations:-

This is distinct from Form 4, "Register of Works sanctioned", which will include all works that may be sanctioned under the "Programme of Works" and kept ready to be taken up in case of necessity.(Vide para 18 of Government Order No.355-414/D dated 25th January 1924). The maintenance of both the registers is necessary in accordance with Article 382, Mysore Account Code, Volume III, Part I, which is reproduced in the margin for ready reference.

Article 382, Mysore Account Code Volume III, Part I.
Registers of Estimates and Appropriations:- A register of sanctioned estimates in form 69 and of appropriations in Form 76 will be kept in the Executive Engineer's Office. Both these registers should be confined to a chronological record of the estimates and appropriations sanctioned by the various -- authorities.

Some changes have been made in the Public Works forms to suit the requirements of the distress relief works.

NOTE—Contn. sheet.

No

Serial No.

"No work should be commenced until (1) an estimate has been duly sanctioned and (2) funds allotted ....." . (Article 28 of Mysore Account Code, Volume III, Part I), while Form 4, "Register of Works sanctioned," is prescribed in respect of the first condition, (that an estimate has been sanctioned) Form 5, "Register of Appropriations," is prescribed in respect of the second condition, (that funds are allotted). A copy of this office No.47/R.D. dated the 19th January 1924 to the Revenue Commissioner giving my suggestions on the forms is placed in the file.

T. Satyanarayana Chetty

CV/11-2

Comptroller.

P.S. - I have since received with Unofficial T.O. File (~~this office~~ No.274) a draft of the order which Government propose to issue and which provides for the Local Bodies submitting every month to the Revenue Commissioner and to this office statements showing the expenditure incurred by them for the relief of distress. Form 2 proposed by the Revenue Commissioner will therefore be necessary.

This is the draft put up in accordance with Financial Secretary's views re. the classification of Expenditure. 13.2.24

2/

11.2.24

CV/11-2

Comptroller.

NOTE—Contn. sheet.

Letter No.47/R.D. dated 19th January 1924 from the Comptroller in Mysore, Bangalore, to the Revenue Commissioner in Mysore, Bangalore.

=====

38 In reply to your letter No.D15 of 23-24 dated 18th January 1924 asking ~~for~~ my opinion with regard to certain departmental forms and registers to be printed in connection with the relief of distress, I have the honor to offer the following suggestions in respect of a few of them:-

(i) Register of sanctions to Estimates - Columns for "Item Number", "Reference to Authority, number and date"; and "Reference to folio in the Register of Works and to the completion certificate or report" may be caused to be opened in addition, the existing columns for "Amount placed at disposal", "Amount spent", and "Amount available being omitted.

(ii) Register of Appropriations - The portion of the heading "made from the allotment in the Budget of" may be omitted and a column for "Item number" added.

(iii). Nominal Muster Roll - Provision may be made for showing the total amount disbursed to coolies for each class of work underneath the totals of the number of coolies for each class.

39 The forms etc are returned herewith.

" Copy "

Superintendent, Comptroller's Office,
Records Section.

CV/11-2

G. R. S. III-2]

General and Revenue Secretariat.

D-if File No. 20 of 1923-24

Serial No.

40 Submitted with refee to paras 22, 23 & 26 supra.

4| The Comptroller considers that all the six forms (Statements I to VI) prescribed by the R.C. are necessary

for 13/2/24 4th Submitted refee to D.Swami's orders in paras 21 & 23 supra.

13.2.24.

Rev. Secy.) Please bring up— The matter and not earlier formally after Comptr— Rep 13/2 — 13.2.24.

I will try & take this up on Saturday 16.2.24.

4| 1, 2 & 6 are of the nature of returns and they seem to be necessary to explained by the Comptr to enable the P.C. to keep in touch with the progress of the works in the three Depts— (Rev, PWD & Local Fund)

3, 4 & 5 are necessary from the accounts point of view

5| All the six forms may be approved

Dewan) approved Rep 17/2 Statements issue Corrected 18.2.24 thanks are passed up 16.2 Rep 16.2.24

DEWAN'S OFFICE, 18/2/24. 5969

NOTE—Contn. sheet.

G. R. S. III-2]

General and Revenue Secretariat. | Dis File No. 20 of 1927. 24

Serial No.

Draft G.O Subd

27/2/24 27.2.24

In appr

27.2.24

Rev. Secy)

27.2.24

27.2.24

To

To

The Rev Comr
— Comptroller
— D.C's of dts.
— Chief Engr
— Presidents of dt Boards
— Supdt, Govt Printing.

No. 621—40. Dt 29.2.1924.

Approves the forms of accounts and registers prepared by the R.C and authorises the Supdt, Govt Printing to print & supply the required no. of copies.

NOTE—Contn. sheet.

23942

255
Dis

OFFICE OF THE REVENUE COMMISSIONER
IN MYSORE.

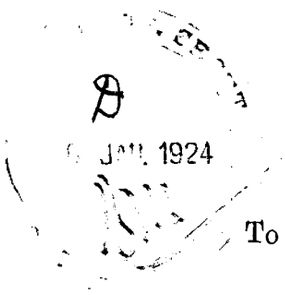
No. D. 15 of 23-24.
Enc 6 forms tomebook

Bangalore.....the 23rd January 1924.
25

Dis 20-

FROM

K. Chandy, Esquire, B.A.,
Revenue Commissioner in Mysore



To

Secretary to the Government of
His Highness the Maharaja of Mysore,
Revenue *Department*

SIR,

Adverting to paragraph 15 of Government Order No. 49-63/D. dated the 26th December 1923, directing that a list of essential forms of accounts and bills must be prepared in consultation with the Comptroller and submitted to Government for sanction, I have the honour to forward herewith the marginally noted forms of accounts and registers which were prepared in this office and embody the suggestions given by the Comptroller. The Superintendent, Government Printing, may kindly be authorised to print and supply the required number of copies of these forms and registers.

1. Weekly statement of expenditure incurred by Revenue Agency.
2. - do - by Public works agency.
3. - do - by District Board agency.
4. Register of works sanctioned.
5. Register of appropriations.
6. Nominal Muster-roll on village works.
7. Measurement book.

I have the honour to be,

Sir,

Your most obedient servant,

K Chandy

Revenue Commissioner.

VRR/-

R. C. 4.

FROM

Revenue Commissioner in Mysore.

To

The Secretary to the Government of
H H. the Maharaja of Mysore,
Department.

Dated

Despatched

Received

General No.

Enclosure No.

SUBJECT.

Jaffna

RELIEF OF DISTRESS.

Weekly statement of expenditure incurred during the week ending Friday the .....192....

No.	Head of expenditure.	Total allotment from the beginning. Same to date	Amount sanctioned during the week.	Amount spent up to the beginning of the week.	Amount spent during the week.	Balance unspent at the end of the week.	No. of coolies employed. Up to the beginning of the week.	No. of coolies employed. During the week.	Remarks.
1	2	3	4	5	6	7	8		9
1.	Temporary wells, gokattes and Hondas.								
2.	Other Village Improvement works.								
3.	Takavi and Land Improvement Loans.								
4.	Subsistence Loans, (a) with interest, (b) without interest.								
5.	Loans to Artisans.								
6.	Gratuitous Relief.								
7.	Grain Depots.								
8.	Fodder Depots.								
9.	Other items, if any, to be specified.								
	Total.								

VRR/-

RELIEF OF DISTRESS.

Weekly statement of expenditure incurred during the week ending Friday the 192

No.	Head of expenditure.	Total allotment from the beginning	Amount sanctioned during the week	Amount spent up to the beginning of the week	Amount spent during the week.	Balance unspent at the end of the week	Number of coolies employed. Up to the beginning of the week	Number of coolies employed. During the week.	Remarks.
1	2	3	4	5	6	7	8		9
1.	District Board Works.- (a) Drinking water wells, (b) Construction or repairs of roads, (c) Works of sanitation, (d) Other works.								
2.	Village Panchayet Works.								
	T o ta l ...								

VRR/-

K. Subbarayappa.
For Revenue Commissioner

NOMINAL MUSTER-ROLL on VILLAGE WORKS.

Name of work.....
Name of village.....
Name of Hobli.....
Name of Taluk.....

Name of Manager.....

Month of .....192...

Serial No. ~~of Worker~~	No. of gang.	Name of worker	Residence.	Class of work.	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st.	Remarks.
				Total																																	
		Total disbursement of wages.			Rs. a. p.																																

Note.- The Muster-roll should be called once a day in the morning. It should be closed and totalled for the day directly the roll has been called. All entries should be made in ink, presence being denoted by a stroke / and absence by a circle 0. A fresh muster-roll should be opened every month.

VRR/-

D.C.Subbarayappa.
for Revenue Commissioner

RELIEF OF DISTRESS. 1933

Register of works sanctioned by ..... during the month of ..... 192 .

Item No.	Taluk.	Hobli.	Village.	Authority.		Amount of				Reference to folio in the register of works and the completion certificate or report.	Remarks.
				By whom sanctioned.	Number and date.	Estimate			Appropriations		
						Advance.	Final charge.	Total			
1	2	3	4	5	6	7	8	9	10	11	12

4

VRR/-

D.C.Subbarayappa.
for Revenue Commissioner

RELIEF OF DISTRESS.

Register of appropriations. ...Dharwar...District.

Item No.	Taluk.	Hobli.	Village.	Name of work.	Authority		Amount of				Balance available.
					By whom sanctioned.	Number and date.	Estimate.			Appropriation.	
							Advance.	Final charge.	Total.		
1	2	3	4	5	6	7	8	9	10	11	12

VRR/-

K. Subbarayappa.
For Revenue Commissioner

RELIEF OF DISTRESS. Public works Department.

Weekly statement of expenditure incurred during the week ending this Friday the .....192 .

Same as No 1

No.	Head of expenditure.	Total allotment from the beginning	Amount sanctioned during the week.	Amount spent up to the beginning of the week	Amount spent during the week.	Balance unspent at the end of the week.	Number of coolies employed. up to the beginning of the week.	Number of coolies employed. During the week.	Remarks.
1	2	3	4	5	6	7	8		9
1.	Tank maintenance works								
2.	Tank restoration works.								
3	New tank works -- opening of feeders								
5.	Road works. (Construction of new roads).								
6.	P o o l s.								
7.	Other items, if any, to be specified.								
	Total ...								

TRR/-

Subbarayappa.

For Revenue Commissioner

G.R.S. VI G 34]

SUBJECT.....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

, *the* 192

Date of issue.... 29/2/24

Signed by... W. J. R.

May this be

i Printed ?

ii treated as a standing order ?

iii published in the Gazette, English Part ?

iv translated ?

v placed at the disposal of the press ?

vi published in the Gazette, Kannada Part ?

Section Dis

File No. 20-23

Serial No. 10

Proceedings of the Government of His Highness the Maharaja of Mysore

Read—

Para 15 of G.O. no 49-63 D dated the 21st Decr 1923 directing that a list of essential forms of accounts and bills be prepared in consultation with the Comptroller and submitted to Govt for Sanction

~~Order Thereon No.~~

(2) Letter no D 15 of 25-24 dated the 23/25th January 1924 from the Revenue Commr in Mysore forwarding for approval the marginally

X Here cite what is in the margin of the P. V. D

Note: forms of accounts
and registers and requesting
that the Supdt, Govt Printing
may be authorised to print
and supply the required
number of copies thereof.

(3) H.O note no 272 dated
11th Feby 1924 from the Comptroller
on the subject.

Dis 621-40 dated 29th Feby 24.

order no:-

The forms of accounts
and registers ~~prepared~~
prepared by the Rev Comr
are necessary & suitable and are accordingly
approved.

List of enclosures.

(2) The Superintendent, Govt
Printing is requested to print
and supply the required number
of copies of these forms etc
of copies & in Consultation with the
Revenue Commissioner.
The Rev Comr is requested to issue
strict instructions
(3) so that the accounts are
correctly prepared &
maintained in these forms.

Copied by

Examined by

WD 1863—GPB—1,000,00—01-12-21

272

Rev Secy to Govt

Government of his Highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. Dis. 621-40--20-23, dated 28—29th February 1924.

Maintenance of accounts relating to Distress Relief Measures.

Approves the forms and registers proposed by the Revenue Commissioner for the ——

READ—

Para 15 of Government Order No. 49-63—D., dated the 26th December 1923, directing that a list of essential forms of accounts and bills be prepared in consultation with the Comptroller and submitted to Government for sanction.

2. Letter No. D. 15 of 23-24, dated the 23rd—25th January 1924, from the Revenue Commissioner in Mysore, forwarding for approval the marginally noted forms of accounts and registers and requesting that the Superintendent, Government Printing, may be authorised to print and supply the required number of copies thereof.

1. Weekly statement of expenditure incurred by the Revenue Agency.
2. Weekly Statement of expenditure incurred by Public Works Agency.
3. Weekly Statement of expenditure incurred by District Board Agency.
4. Register of Works Sanctioned.
5. Register of Appropriations.
6. Nominal Muster-roll on Village Works.
7. Measurement Book.

3. Un-official Note No. 272, dated 11th February 1924, from the Comptroller on the subject.

ORDER No. DIS. 621-40— 20-23, DATED 28—29TH FEBRUARY 1924.

The forms of accounts and registers prepared by the Revenue Commissioner are necessary and suitable and are accordingly approved.

2. The Superintendent, Government Printing, is requested to print and supply the required number of copies of these forms, etc., in consultation with the Revenue Commissioner.

3. The Revenue Commissioner is requested to issue strict instructions so that the accounts are correctly prepared and maintained in these forms.

K. V. ANANTARAMAN,
Offg. *Secy. to Govt., Rev. Dept.*

To—The Revenue Commissioner in Mysore.
The Comptroller to Government.
The Deputy Commissioners of Districts.
The Chief Engineer of Mysore.
The Presidents of District Boards.
The Superintendent, Government Printing.

Exd.—D.K.M.

RELIEF OF DISTRESS.

Fortnightly statement of expenditure incurred during the fortnight ending the.....1924.

No.	Heads of expenditure	Total allotment from the beginning	Amount sanctioned during the fortnight	Amount spent up to the beginning of the fortnight	Amount spent during the fortnight	Balance unspent at the end of the fortnight	Number of coolies employed		Remarks
							Up to the beginning of the fortnight	During the fortnight	
1	2	3	4	5	6	7	8		9
1	Temporary wells, Gokattes and Hondas.								
2	Other village improvement works.								
3	Takavi and Land Improvement Loans.								
4	Subsistence Loans.								
	(*a*) with interest.								
	(*b*) without interest.								
5	Loans to Artizans								
6	Gratuitous Relief								
	Total		...	...	...	...	..	...	...

RELIEF OF DISTRESS. PUBLIC WORKS DEPARTMENT.

Fortnightly statement of expenditure incurred during the fortnight ending the.....1924.

No.	Heads of Expenditure	Total allotment from the beginning	Amount sanctioned during the fortnight	Amount spent up to the beginning of the fortnight	Amount spent during the fortnight	Balance unspent at the end of the fortnight	Number of coolies employed		Remarks
							Up to the beginning of the fortnight	During the fortnight	
1	2	3	4	5	6	7	8		9
1	Tank maintenance works ..								
2	Tank restoration works ..								
3	Opening of feeders ..								
4	New tank work ...								
5	Roads works (construction of new roads).								
6	Tools								
7	Other items, if any, to be specified.								
	Total ..	..	...	...	..	..	.....		...

No. Dis. 621-40—20-23, dated 28—29th February 1924.

RELIEF OF DISTRESS.

Fortnightly statement of expenditure incurred during the fortnight ending the.....1924.

No.	Head of expenditure	Total allotment from the beginning	Amount sanctioned during the fortnight	Amount spent up to the beginning of the fortnight	Amount spent during the fortnight	Balance unspent at the end of the fortnight	Number of coolies employed		Remarks
							Up to the beginning of the fortnight	During the fortnight	
1	2	3	4	5	6	7	8		9
1	District Board works —								
	(*a*) Drinking water wells.								
	(*b*) Construction or repairs of roads.								
	(*c*) Works of sanitation..								
	(*d*) Other works ...								
2	Village Panchayet works ..								
	Total ...								

RELIEF OF DISTRESS.

Register of works sanctioned by .....during the month of.....1924.

Item No.	Taluk	Hobli	Village	Authority		Amount of				Reference to folio in the Register of Works and the completion certificate or report	Remarks
				By whom sanctioned	Number and date	Estimate		Total	Appropriations		
						Advance	Final charge				
1	2	3	4	5	6	7	8	9	10	11	12

RELIEF OF DISTRESS.

Register of appropriations.....District.

Item No.	Taluk	Hobli	Village	Name of work	Authority		Amount of				Balance available
					By whom sanctioned	Number and date	Estimate		Total	Appropriations	
							Advance	Final charge			
1	2	3	4	5	6	7	8	9	10	11	12

NOMINAL MUSTER-ROLL ON VILLAGE WORKS.

Name of work.....
Name of village.....
Name of hobli.....
Name of taluk.....

Name of Manager.....

Month of.....1924.

Serial No.	Number of gang	Name of worker	Residence	Class of work	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st	Remarks
				Total ...																																
				Total disbursement of wages ...	Rs. A. P.																																

Note.—The Muster-roll should be called once a day in the morning. It should be closed and totalled for the day directly the roll has been called. All entries should be made in ink, presence being denoted by a stroke / and the absence by a circle O. A fresh Muster-roll should be opened every month.

W D 1763—GPB—100—12-3-24